

Central Intelligence Agency



Washington, D.C. 20505

DD/A Registry
87-0442

4 March 1987

Ms. Therese Burke
Cluster Group Co-Leader
Department of Health and
Human Services
Public Health Service
Food and Drug Administration
Room 1222, Post Office Building
Chicago, Illinois 60607

Dear Ms. Burke:

Thank you for the invitation to speak at the Public Manager's Workshop
on 10 March 1987. I am happy to accept and I look forward to this opportunity.
I will be meeting with Ms. Judi Dailey of your Cluster Group on 3 March to
finalize the arrangements.

Sincerely,



Executive Assistant to the
Deputy Director for Administration

STAT

ORIG:EXA/



Distribution:

- Original - Addressee w/ref
- 1 - DDA Subject w/ref
- 1 - DDA Chrono wo/ref
- 1 - EXA/DDA Chrono w/ref



STAT



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service
Food and Drug
Administration

DD/A Registry
87-0286X

Chicago District
1222—Post Office Building
433 West Van Buren Street
Chicago, Illinois 60607
Telephone: 312-353-5863

February 11, 1987

[Redacted]
Executive Assistant to Deputy Director for Administration
Central Intelligence Agency
Rm. 7D18, C.I.A. Headquarters
Washington, DC. 20505

Dear [Redacted]

The Women's Executive Leadership Program wishes to extend an invitation to you to speak at our "Public Manager's Workshop" on March 10, 1987.

This workshop is to take place at the George Washington Inn, Williamsburg, VA. The Office of Personnel Management will pay for travel expenses, food and lodging.

Your expertise as a speaker has been highly recommended to us and we are hopeful you will fit a presentation to our group into your busy schedule. The topic may be selected by you but should relate to "First Time Management."

We eagerly await hearing from you and look forward to seeing you in person. If you have any questions please contact me, Therese Burke, at 8-886-5257. Thanking you in advance.

Sincerely,

Therese Burke

Therese Burke
Cluster Group Co-Leader

TB/ab

STAT

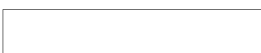
STAT

**DEPARTMENT OF
HEALTH AND HUMAN SERVICES**
PUBLIC HEALTH SERVICE
FOOD AND DRUG ADMINISTRATION
ROOM 1222, POST OFFICE BUILDING
CHICAGO, ILLINOIS 60607

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300

AN EQUAL OPPORTUNITY EMPLOYER

POSTAGE AND FEES PAID
U. S. DEPARTMENT OF H. H. S.
HHS-396



Executive Assistant to Deputy Director for Administration
Central Intelligence Agency
Rm. 7D18, C.I.A. Headquarters
Washington, DC. 20505

STAT

